



**State of Wisconsin
Department of Administration**

**Enter and Process Journals
Job Aid**

Version 1.0



TABLE OF CONTENTS

PURPOSE AND DESCRIPTION	2
<i>Purpose.....</i>	<i>2</i>
<i>Description</i>	<i>2</i>
ACTIVITY 1: ONLINE JOURNAL ENTRY	3
<i>Process Flow</i>	<i>3</i>
<i>Online Journal Entry Procedure Steps.....</i>	<i>4</i>
ACTIVITY 2: SPREADSHEET ENTRY UPLOAD.....	7
<i>Process Flow</i>	<i>7</i>
<i>Spreadsheet Entry Upload Procedure Steps</i>	<i>8</i>
ACTIVITY 3: REVIEW AND APPROVE JOURNALS	11
<i>Process Flow</i>	<i>11</i>
<i>Review and Approve Journals Procedure Steps</i>	<i>12</i>
ACTIVITY 4: POST JOURNALS.....	13
<i>Process Flow</i>	<i>13</i>
<i>Review and Approve Journals Procedure Steps</i>	<i>15</i>

PURPOSE AND DESCRIPTION

Purpose

This document explains the key activities involved in Entering and Processing Journals. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activities involved in the Enter and Process Journals process are:

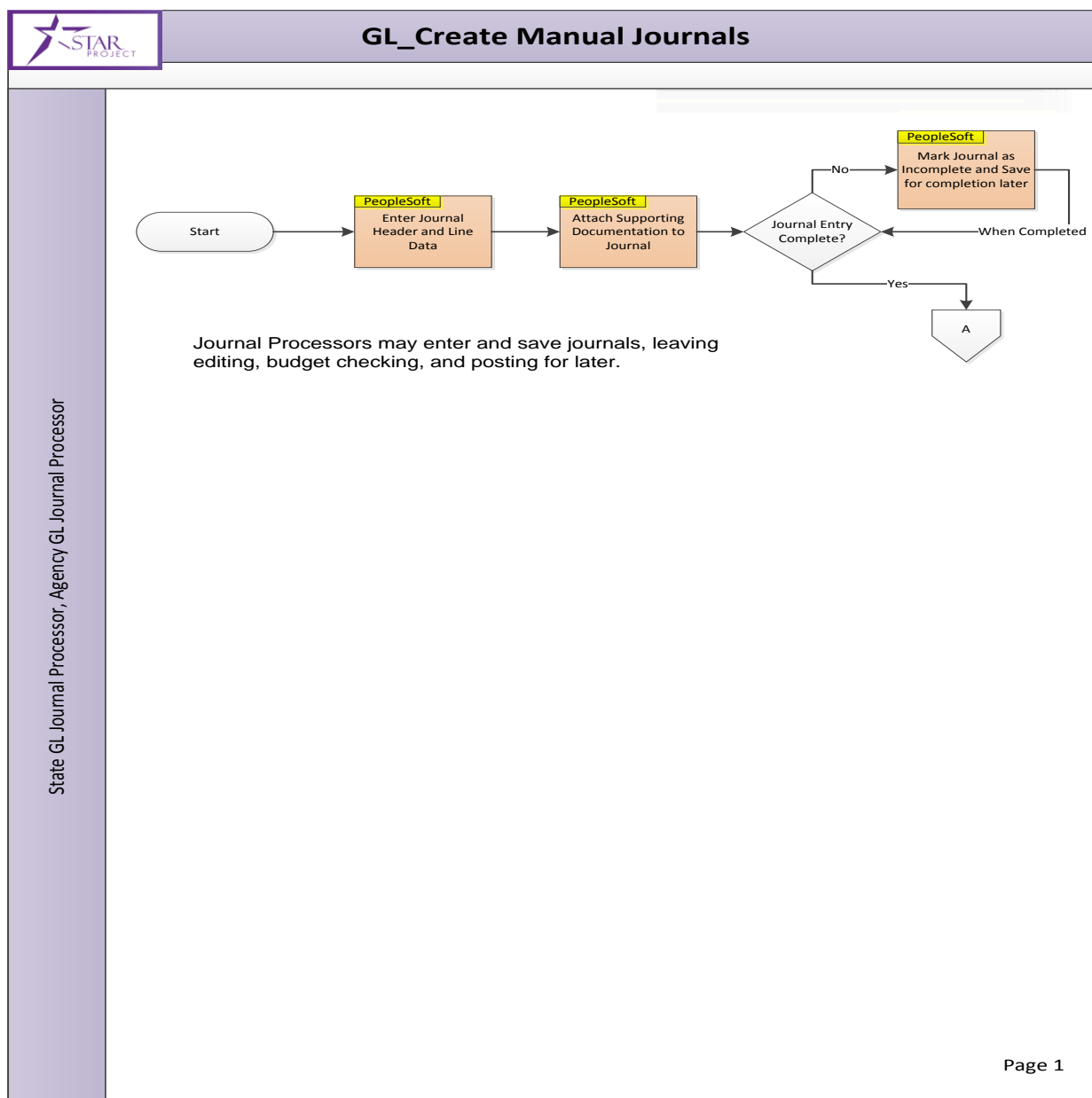
- Activity 1: Online Journal Entry
- Activity 2: Spreadsheet Entry Upload
- Activity 3: Review and Approve Journals
- Activity 4: Post Journals



ACTIVITY 1: ONLINE JOURNAL ENTRY

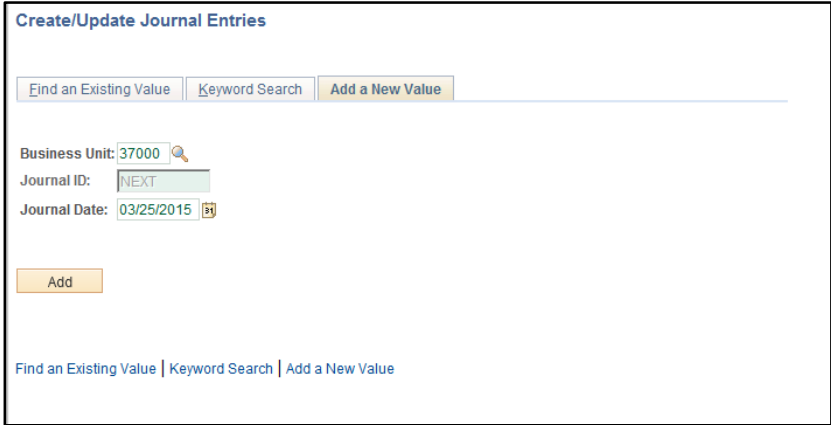
Process Flow

Given below is the Create Manual Journals business process flow. This process flow will help you understand the system-generated actions as well as the tasks that are performed manually. There are two methods for creating manual journals: online entry and spreadsheet entry upload. This activity will cover online journal entry.



Online Journal Entry Procedure Steps

Scenario: Create a manual journal entry using the online page with multiple lines. Follow the steps explained below.

Step	Action
1.	Navigate to: General Ledger > Journals > Create/Update Journal Entries
2.	<p>The Create/Update Journal Entries page is displayed. Click the Add a New Value tab; the Business Unit field will default. Next, click the Add button.</p> 
3.	<p>The Header, Lines, Totals, Errors, and Approval tabs are displayed. Within the Header tab, the following fields should be entered:</p> <ul style="list-style-type: none"> • Long Description • Ledger Group (Defaulted) • Source (Defaulted) <p>Note: Attachments can be added within the Header tab.</p> <p>Click the Reversal: Do Not Generate Reversal link to add values needed to create a system-generated reversing Journal.</p>



	<div> <div>Header Lines Totals Errors Approval</div> <div> Unit 37000 Journal ID NEXT Date 03/25/2015 </div> <div> <div>Long Description</div> <div>*Ledger Group</div> <div>Ledger</div> <div>*Source</div> <div>Reference Number</div> <div>Journal Class</div> <div>Transaction Code GENERAL</div> <div>SJE Type</div> <div>Currency Defaults: USD // 1</div> <div>Attachments (0)</div> <div>Reversal: Do Not Generate Reversal</div> <div>Entered By TrainUser05</div> <div>Entered On</div> <div>Last Updated On</div> </div> <div> <div>Adjusting Entry Non-Adjusting Entry</div> <div>Fiscal Year</div> <div>Period</div> <div>ADB Date 03/25/2015</div> <div>Auto Generate Lines</div> <div>Save Journal Incomplete Status</div> <div>Autobalance on 0 Amount Line</div> <div>Commitment Control</div> </div> </div>																																																
4.	<p>Next, click the Lines tab and enter relevant information within the relevant fields. Fields of note include applicable ChartFields, Lines to add, and Amount.</p> <div> <div>Header Lines Totals Errors Approval</div> <div> Unit 37000 Journal ID NEXT Date 03/25/2015 </div> <div> <div>Template List</div> <div>Inter/IntraUnit</div> <div>*Process Edit Journal</div> <div>Process</div> </div> <div> <div>Lines</div> <div>Personalize Find [icon]</div> <table border="1"> <thead> <tr> <th>Select</th> <th>Line</th> <th>*Unit</th> <th>*Ledger</th> <th>>></th> <th>SpeedType</th> <th>Bud Ref</th> <th>Fund</th> <th>Appropriation</th> <th>Dept</th> <th>Account</th> <th>Proc</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>37000</td> <td>ACTUALS</td> <td>>></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1150000</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>37000</td> <td>ACTUALS</td> <td>>></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1150000</td> <td></td> </tr> </tbody> </table> <div>Lines to add 1 [icon] [icon] [icon]</div> <div> <div>Totals</div> <div>Personalize Find View All [icon]</div> <div>First 1 of 1 Last</div> <table border="1"> <thead> <tr> <th>Unit</th> <th>Total Lines</th> <th>Total Debits</th> <th>Total Credits</th> <th>Journal Status</th> <th>Budget Status</th> </tr> </thead> <tbody> <tr> <td>37000</td> <td>2</td> <td>0.00</td> <td>0.00</td> <td>T</td> <td>N</td> </tr> </tbody> </table> <div> <div>Save</div> <div>Notify</div> <div>Refresh</div> <div>Add</div> <div>Update/Display</div> </div> <div>Header Lines Totals Errors Approval</div> </div> </div> </div>	Select	Line	*Unit	*Ledger	>>	SpeedType	Bud Ref	Fund	Appropriation	Dept	Account	Proc	<input type="checkbox"/>	1	37000	ACTUALS	>>						1150000		<input type="checkbox"/>	2	37000	ACTUALS	>>						1150000		Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	37000	2	0.00	0.00	T	N
Select	Line	*Unit	*Ledger	>>	SpeedType	Bud Ref	Fund	Appropriation	Dept	Account	Proc																																						
<input type="checkbox"/>	1	37000	ACTUALS	>>						1150000																																							
<input type="checkbox"/>	2	37000	ACTUALS	>>						1150000																																							
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status																																												
37000	2	0.00	0.00	T	N																																												



5.

Once the required information is entered, choose Edit Journal from the **Process** drop-down and select **Process**. The **Message** pop-up box appears confirming the creation of the journal. Click **OK**.

Header | Lines | Totals | Errors | Approval

Unit 37000 Journal ID 0000000046 Date 03/25/2015 Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit *Process Edit Journal Process Line 10

Select	Line	Error	*Unit	*Ledger	>>	SpeedType	Bud Ref	Fund	Appropriation	Dept	Account
<input type="checkbox"/>	1	X	37000	ACTUALS	>>						115000
<input type="checkbox"/>	2	X	37000	ACTUALS	>>						115000

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
37000	2	0.00	0.00	V	V

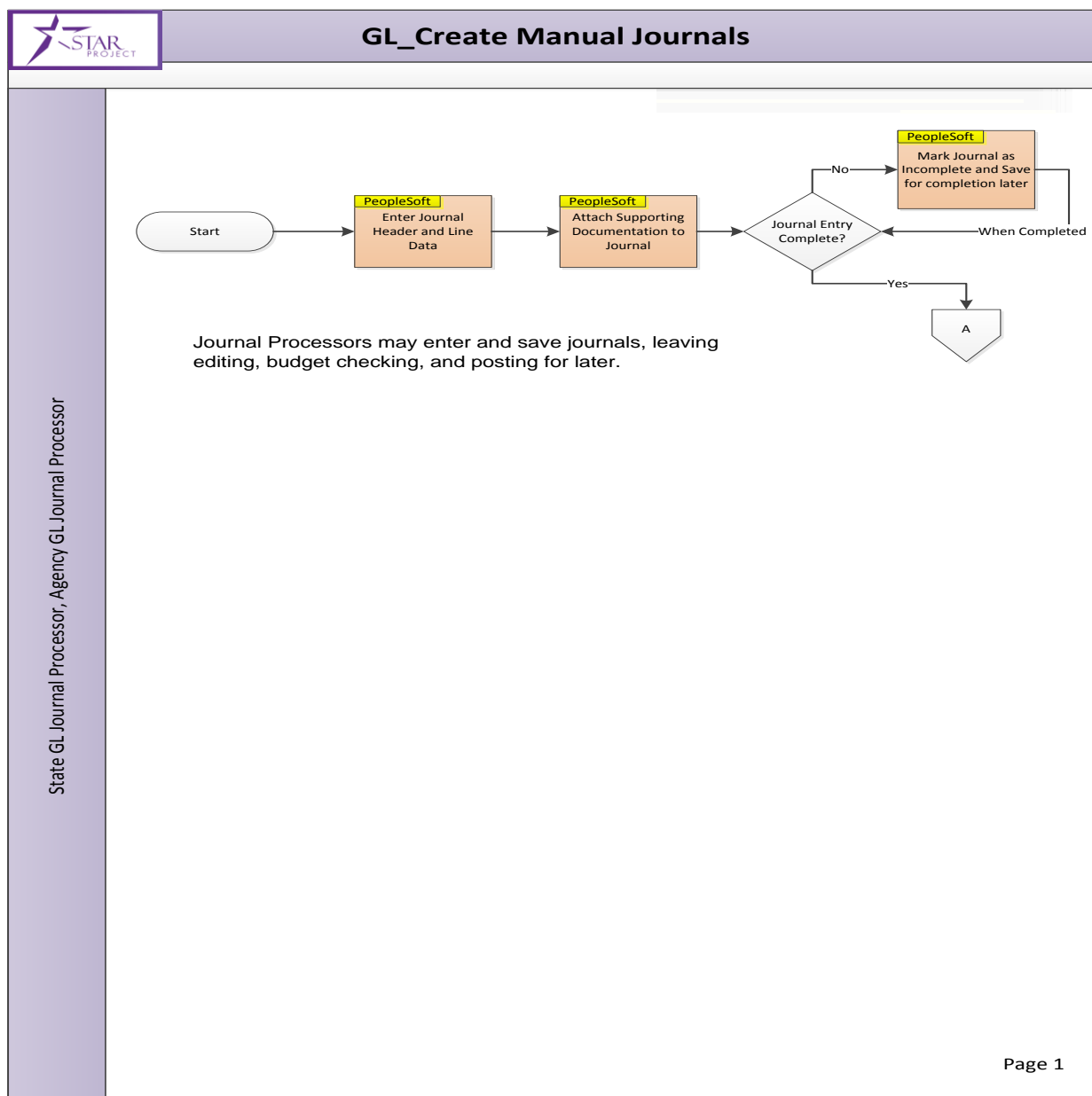
Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

ACTIVITY 2: SPREADSHEET ENTRY UPLOAD

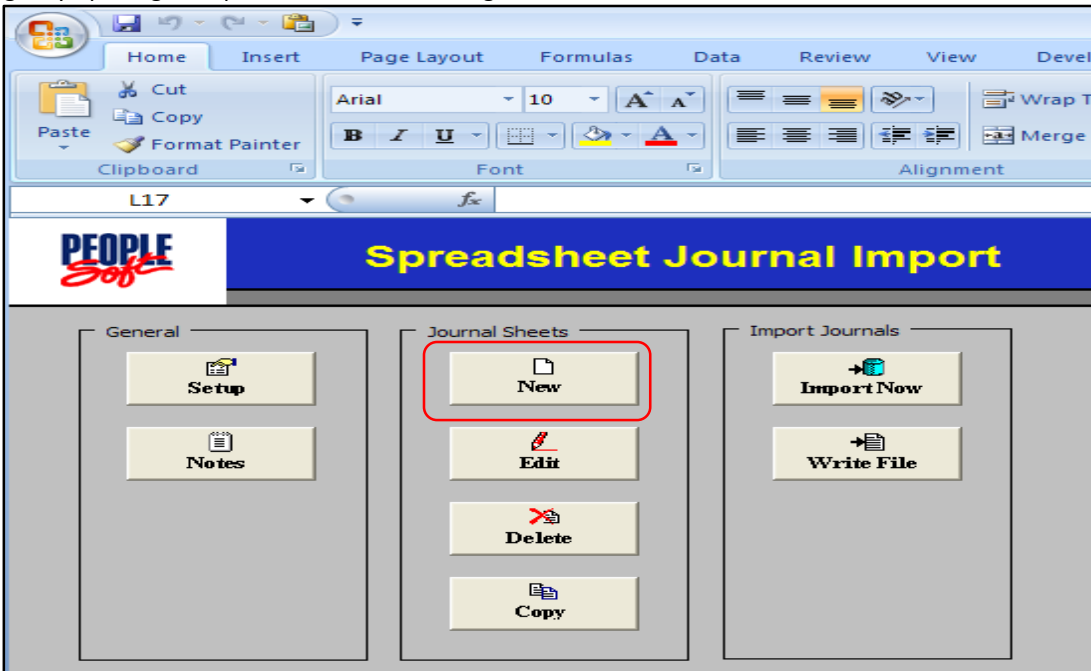
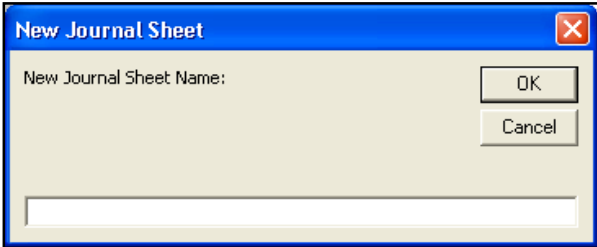
Process Flow

As mentioned above, there are two methods for creating manual journals: online entry and spreadsheet entry upload. This activity will cover spreadsheet entry upload.

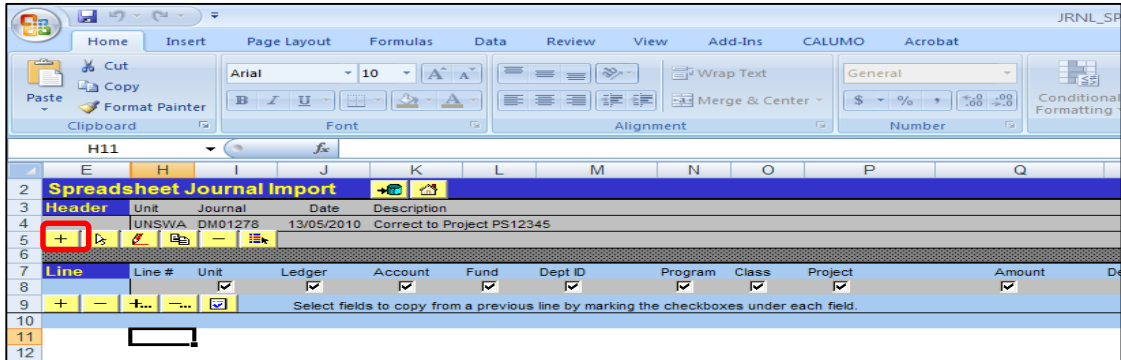


Spreadsheet Entry Upload Procedure Steps

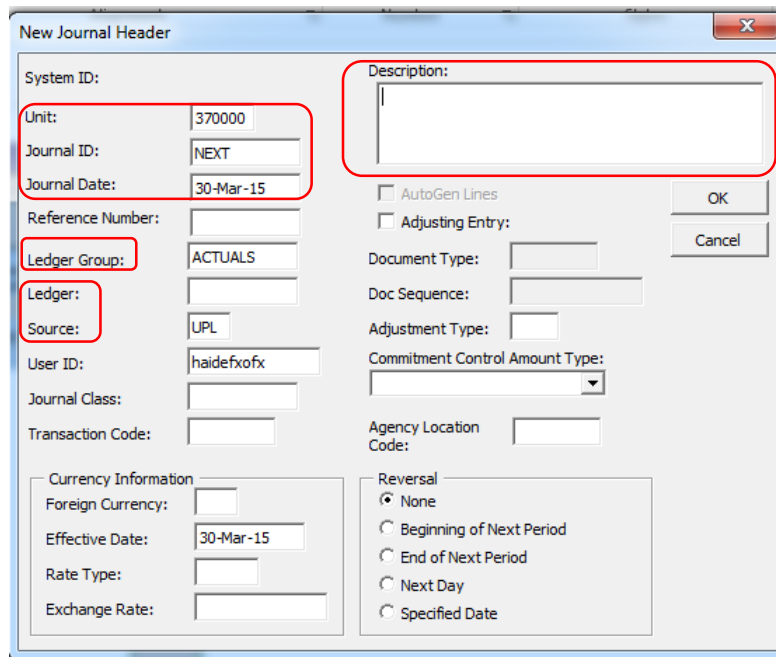
Scenario: Create a manual journal entry using the Spreadsheet template. Follow the steps explained below.

Step	Action
1.	<p>The Excel Spreadsheet template should be saved on your Desktop. Begin by opening the Spreadsheet and selecting New from the Home tab.</p> 
2.	<p>The following box will appear. Insert name in the space provided.</p> 

Create Journal Header– As with online manual journal entry, users will input data within the appropriate fields within the spreadsheet template.



3.

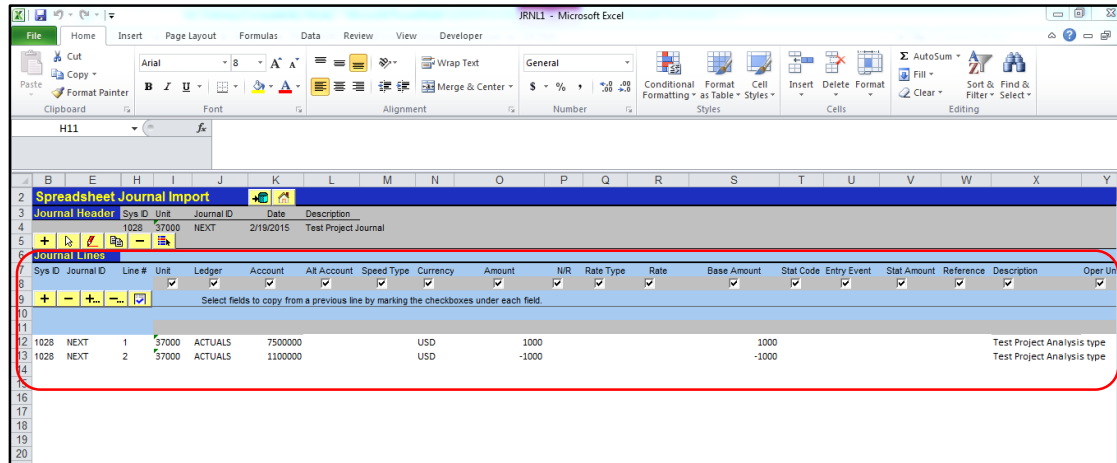


Fields of Note:

- **Unit** (Defaults)
- **Journal ID** (Defaults – do not change)
- **Journal Date** (Defaults)
- **Ledger Group** (Defaults)
- **Source** (Defaults – do not change)
- **User ID** (Defaults)
- **Description**

4.

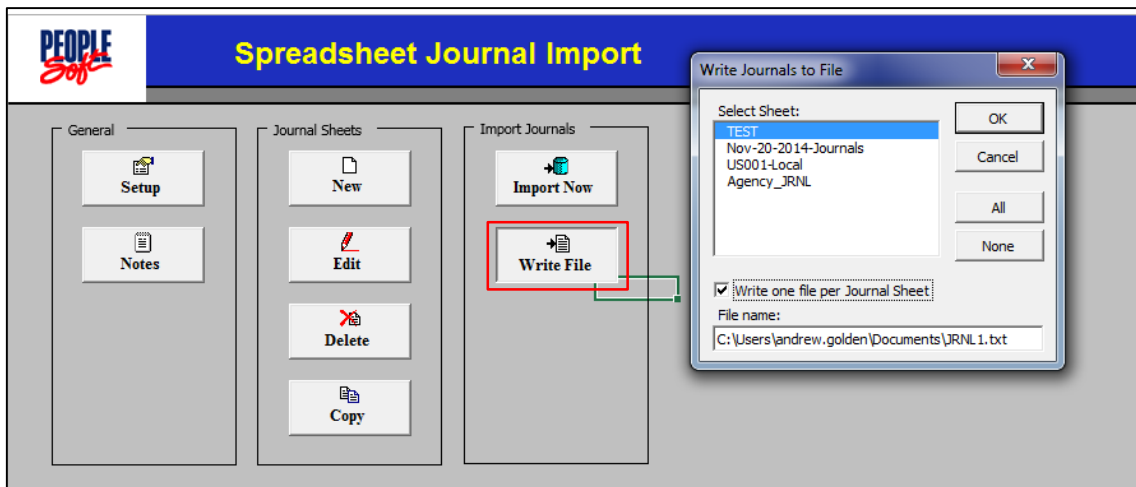
Create Journal Lines – Users will enter data into the same journal line fields as in online manual journal entry.



Sys ID	Journal ID	Line #	Unit	Ledger	Account	Alt Account	Speed Type	Currency	Amount	N/R	Rate Type	Rate	Base Amount	Stat Code	Entry Event	Stat Amount	Reference	Description	Oper Un
1028	NEXT	1	57000	ACTUALS	750000			USD	1000				1000					Test Project Analysis type	
1028	NEXT	2	57000	ACTUALS	1100000			USD	-1000				-1000					Test Project Analysis type	

5.

Select the **Write File** option to save the Journal Sheet(s) to your hard drive.



6.

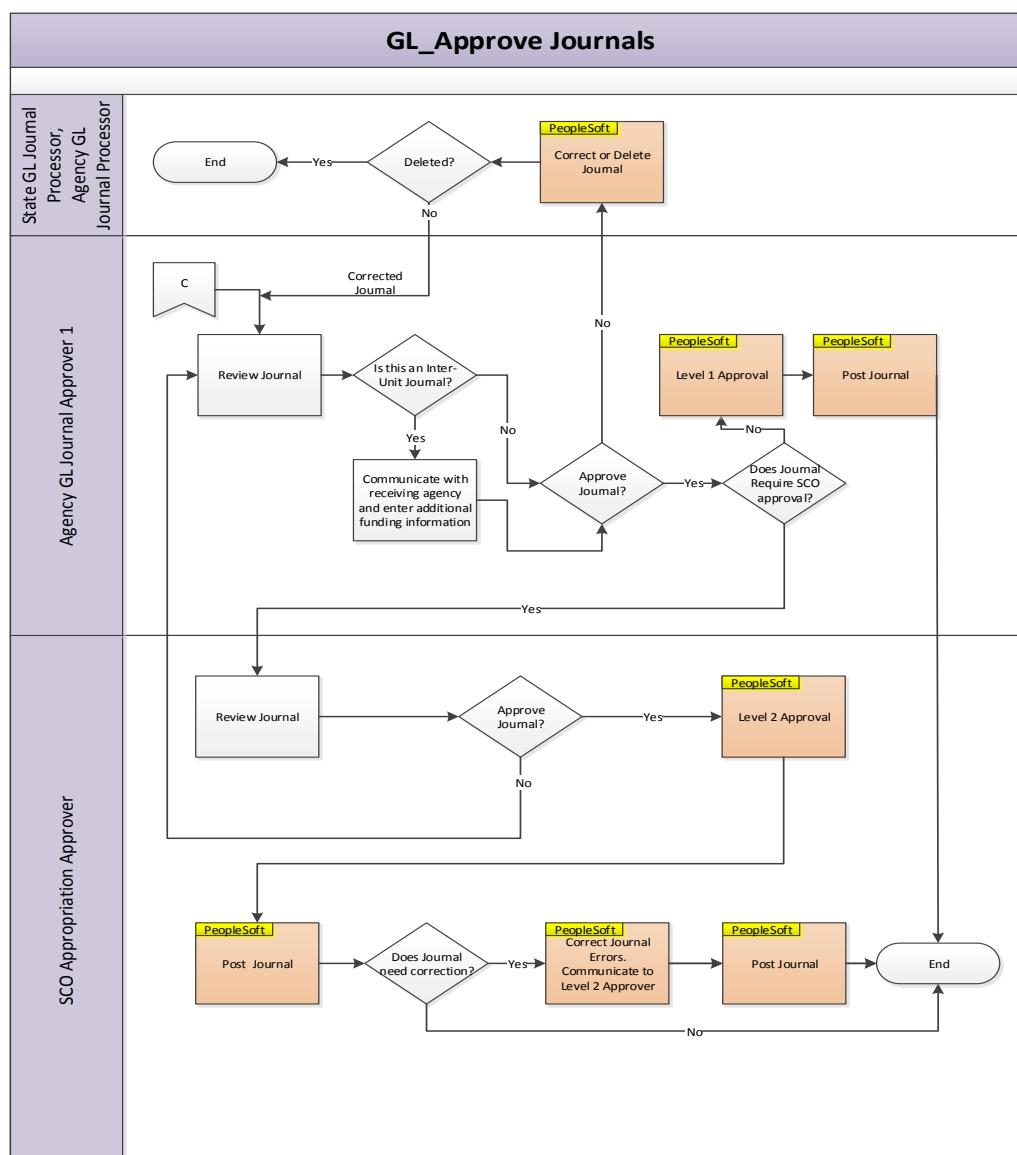
Once the file is created from the Spreadsheet Journal template, attach it to the run control page below (Navigation: **General Ledger > Journals > Import Journals > Spreadsheet Journals**) and run the process to create Journal in PeopleSoft GL.

Spreadsheet Journal Import Request	
<div>Run Control ID TEST Report Manager Process Monitor Run</div>	
<div>Report Request Parameters</div> <div><div>*Number of Data Files Single data file</div><div>*Character Set ISO_8859-1</div><div>*If Journal Already Exists Skip</div><div>*If Journal is Invalid Skip</div><div>Default GL Document Type</div><div>Check Decimal Position: <input type="checkbox"/></div><div>Add Delete View Attached File RK19JRN2.txt</div></div>	
<div>Save Return to Search Previous in List Next in List Notify Add Update/Display</div>	

ACTIVITY 3: REVIEW AND APPROVE JOURNALS

Process Flow

Once journals have been created and passed editing and budget checking, they must be reviewed and approved prior to being posted. The Journal Approval process is displayed below.



Review and Approve Journals Procedure Steps

Scenario: Create a manual journal entry using the online page with multiple lines. Follow the steps explained below to submit for approval.

Step	Action
1.	Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value , then Query for the desired journal.



2.

Chose **Submit Journal** from the **Process** and select **Process**.

Unit 37000 Journal ID 0000000041 Date 03/23/2015 ☐ Errors Only

Template List Search Criteria Change Values

InterIntraUnit *Process Submit Journal Process Line 10

Select	Line	*Unit	*Ledger	>>	SpeedType	Bud Ref	Fund	Appropriation	Dept	Account	Pr
<input type="checkbox"/>	1	37000	ACTUALS	>>		FY2015	10000	44100	3701111101	4444000	
<input type="checkbox"/>	2	37000	ACTUALS	>>		FY2015	10000	44100	3701111101	1000000	

Lines to add 1 + -

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
37000	2	100.00	100.00	V	V

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

3.

Review approval status by selecting the **Approval** tab.

Unit 37000 Journal ID 0000000041 Date 03/23/2015 Submit

Approval Status Find First 1 of 1 Last

Unit 37000

Approval Check Active Y

Approval Status Approved to Post

Approval Action Approve

Deny Comments

Cash Transfers - Journals

Unit 37000, ID 0000000041, Date 2015-03-23, Line Unit 37000:Approved

Cash Transfers - Journals

Skipped No approvers found Agency GL Approver 1

Skipped No approvers found AGENCY GL APPROVER2

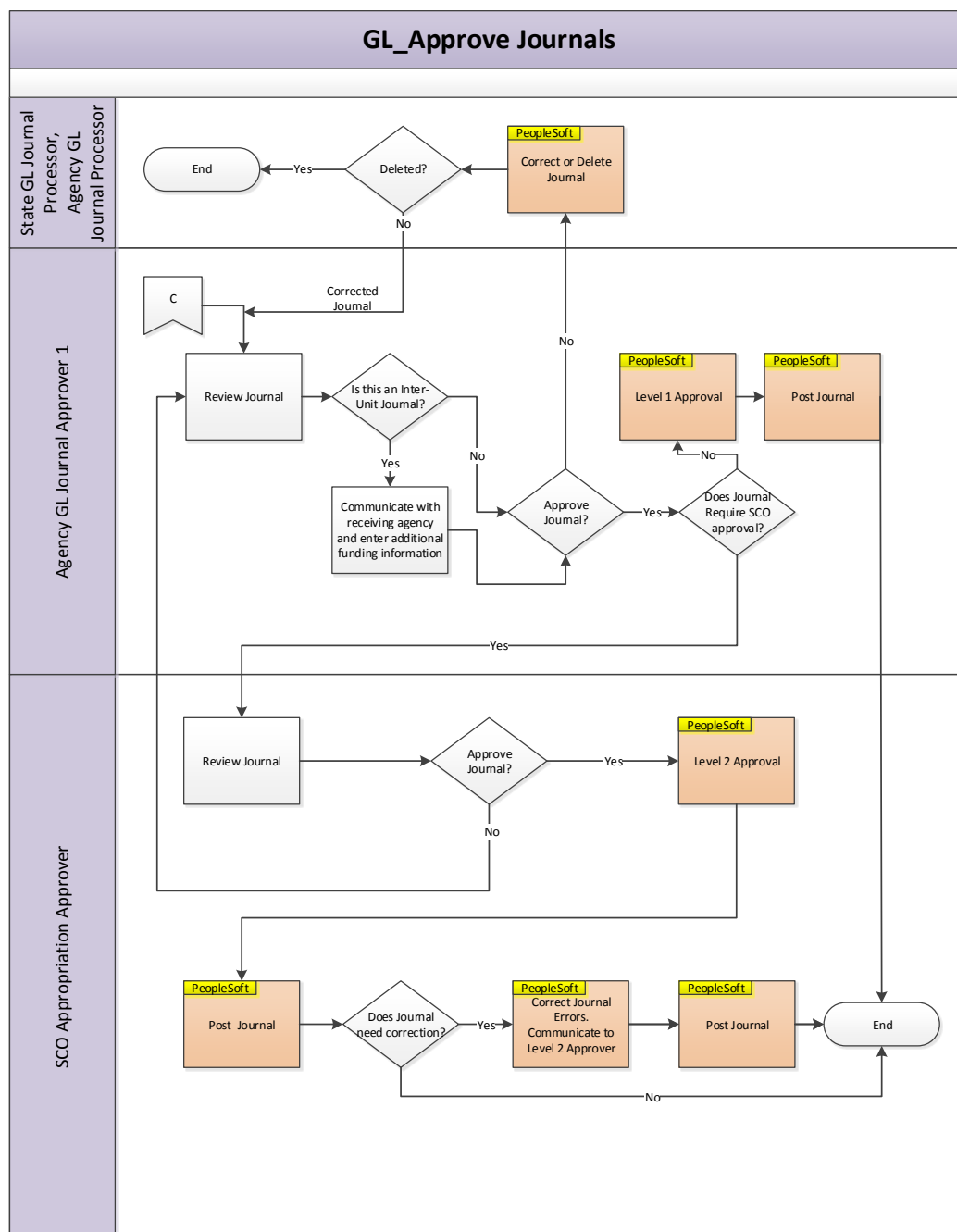
Thread ID	Definition ID	Effective Date	Requester	Stage	Path	Step Number	Step Status	Approver	Approval Status	Datetime
271	SHARE	01/01/1901	TrainUser05	10	1	1.00	Skipped			
271	SHARE	01/01/1901	TrainUser05	10	1	2.00	Skipped			

ACTIVITY 4: POST JOURNALS

Process Flow

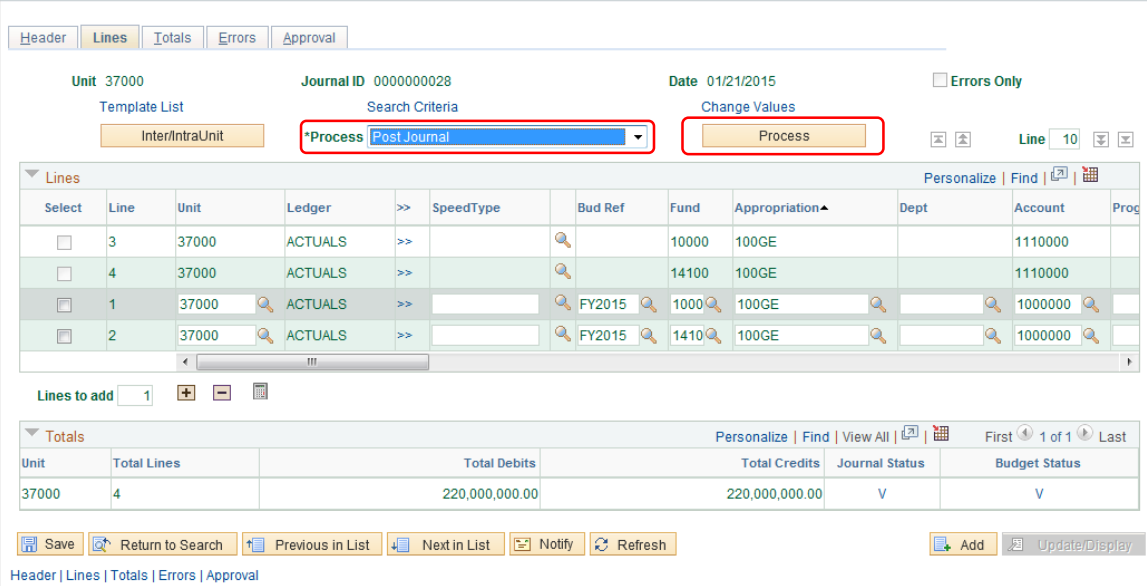

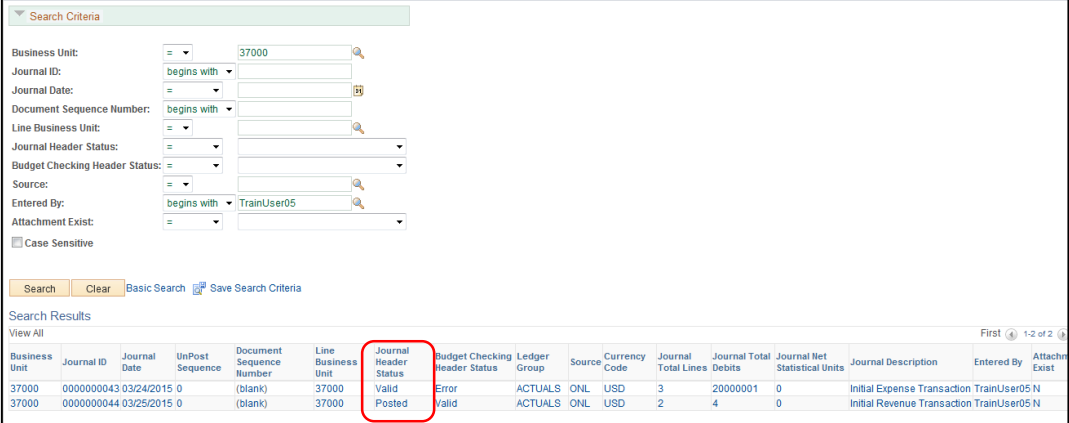
After review and approval, journals are ready to be posted. Journals will usually be posted through an automated batch process; however, users may need to post journals manually on occasion.

The Post Journal process step is the last in the Journal Approval process flow displayed below.



Review and Approve Journals Procedure Steps

Scenario: Create a manual journal entry using the online page with multiple lines. Follow the steps explained below.

Step	Action
1.	Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value , then Query for the desired journal.
2.	<p>Chose Post Journal from the Process and select the Process button.</p>  <p>The screenshot shows the 'Process' button highlighted in the 'Post Journal' dropdown menu. The 'Process' button is also highlighted in the 'Change Values' section. The 'Lines' table shows 4 lines with a total of 220,000,000.00.</p>
3.	<p>Select OK when prompted.</p>  <p>The screenshot shows a message box with the text 'Are you sure that you want to post this journal? (5010,45)' and 'OK' and 'Cancel' buttons.</p>
4.	<p>Navigate back to General Ledger > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value and to look for the journal that was posted.</p>  <p>The screenshot shows the 'Search Criteria' and 'Search Results' section. The 'Search Results' table shows the journal entry with a 'Valid' status and a 'Posted' status.</p>



	The Journal Header Status will reflect a value of Posted .
--	---